

COUNTY OF SAN DIEGO
DEPARTMENT OF PUBLIC WORKS
AIRPORTS

REQUEST FOR PROPOSALS

AGRICULTURAL LEASE FOR THE
OPERATION OF A COMMERCIAL TREE FARM

AT GILLESPIE FIELD

REQUEST FOR PROPOSALS
AGRICULTURAL LEASE FOR THE
OPERATION OF A COMMERCIAL TREE FARM
AT GILLESPIE FIELD

	<u>Page</u>
Guidelines and Requirements for Submittal of the Proposal	2-3
Site Evaluation, Submittal, and Selection Process	4-5
Master Lease Economic Terms Form	6
Evaluation Criteria	7
Submittal	7-8

The RFP Submittal Package contains the following components:

- Site Location Maps
- Proposer's Questionnaire
- Airport Layout Plan
- San Diego County Airports Leasing Policy and Procedure
- Sample Lease Agreement (Available upon Request)

GUIDELINES AND REQUIREMENTS FOR PROPOSAL SUBMITTAL

The County of San Diego Airports Division (County) is soliciting proposals from qualified parties for operation of a tree farm at Gillespie Field under a ground agricultural lease agreement. Parties participating in this Request For Proposals (RFP) process will analyze the feasibility of managing an agricultural business on Airport property, and propose the economic terms of a master lease under which the tree farm would be operated.

Proposals will be evaluated based upon the following criteria: highest and best agricultural use of the site in the opinion of County Airports' staff, the experience of the Proposers, the Proposers' financial capacity, the proposed rental rate, the proposed term of the Lease, and other factors as deemed appropriate.

Please thoroughly review the materials contained in this Submittal Package. This information will guide you in the preparation of your submittal.

LETTERS OF INTEREST

This part of your submittal will be a narrative written on your letterhead. This narrative should contain the following elements.

Who You Are. Your letter of interest should identify who you are and present a description of your relevant experience and qualifications to operate a tree farm on the site. If you represent a company or other organization, please describe the key individuals that will be involved in operating the business in the event that you are ultimately selected as the successful Proposer. Include brief biographical statements for these key individuals.

Your Concept. Your narrative should continue with your operations concept, including a description of the processes by which you would operate a tree farm on the site. This should include details as to the number of trees anticipated, the maximum height for the trees, growing/operating seasons, number of employees and frequency of on-site work/management, etc.

Why You and Your Concept Would be Good for Gillespie Field. Please describe why you think your business concept would be good for Gillespie Field.

PROPOSER'S QUESTIONNAIRE

In addition to your narrative, please complete the enclosed Proposer's Questionnaire. This is a very important part of your submittal for purposes of evaluating your qualifications to lease and operate the tree farm. The first part of this questionnaire deals with personal information about you, and members of your organization. Please complete the appropriate sections that apply to you and your organization, i.e., sole proprietorship, partnership, corporation, or limited liability company. Please provide the four business references requested. Please fill in the requested financial data completely, and attach the required forms or exhibits. In the sections dealing with your proposed method of operation and experience statement, you may refer to your narrative if the information requested has been provided there.

The submittal of a complete and detailed Proposer's Questionnaire will enable County Airports' staff to evaluate your qualifications in the best possible light. Please note that the confidentiality of the information you submit cannot be guaranteed because, under the Freedom of Information Act, all government records are potentially accessible by the public. Notwithstanding, to the fullest extent possible, County Airports' staff will strive to protect the confidentiality of all personal and financial information submitted in connection with this RFP, and will use this information only for the intended purposes.

This Request For Proposals does not commit the County to award a contract, to pay any costs incurred in the preparation of proposals, to procure or contract for services or supplies. The County reserves the right to accept or reject any and all proposals received as a result of the RFP, to negotiate with any qualified company, and to modify or cancel in part or in its entirety this RFP if it is in the best interest of the County to do so.

SITE EVALUATION, SUBMITTAL, AND SELECTION PROCESS

SITE DESCRIPTION

The site is that property currently referred to as Family Christmas Tree Farm. It is a 9.92-acre property located in the vicinity of Pepper Drive and Graves Avenue, in the city of El Cajon, California. The Premises includes Parcel 88-0200A, 5.145 acres; Parcel 88-0200B, 1.487 acres; Parcel 88-0200C, 1.058 acres; Parcel 88-0200D, 0.553 acres; Parcel 88-0200E, 1.681 acres.

SURVEYING THE SITE

Parties participating in this proposal process (the Proposer) may first conduct a survey of the site at Gillespie Field to evaluate the physical and economic feasibility of operating a tree farm on the premises. Access to the site will be arranged through the designated Airports staff. Anne Paul, Associate Real Property Agent, will be the point of contact for the Proposer. Ms. Paul can be reached at (619) 956-4819. An additional point of contact will be Lee Ann Lardy, Supervising Real Property Agent. Her telephone number is (619) 956-4824.

SUBMITTING A PROPOSAL

After evaluating the feasibility of the site as a potential location for the operation of a tree farm, the Proposer will submit its proposal on the forms provided with this Request For Proposal. Each submittal must contain the following:

A **Letter of Interest**

A completed **Proposer's Questionnaire**

A completed **Master Lease Economic Terms Form**

Proposals are due by 5:00 p.m., September 12, 2005, and must be delivered to the following address:

County of San Diego, Airports
Gillespie Field Administration Building
1960 Joe Crosson Drive
El Cajon, CA 92020-1236
Attn: Anne Paul, Real Property

SELECTION PROCESS

County Airports' staff will review all proposals, conduct reference checks, make any necessary follow-up inquiries of the Proposal, and may select a Proposer with which to negotiate the final terms of a master lease, or the County may reject all proposals. The decision on selection or rejection will be made by October 1, 2005, unless additional time is required. If additional time is required, the Proposers will be notified of the County's need for additional time.

NEGOTIATION OF MASTER LEASE

If a proposal is selected through this RFP process, Airports staff will negotiate the terms of a master lease contract with the successful Proposer. This lease must be reviewed and approved by County Counsel. Once the Proposer and Airports' staff are in agreement as to the terms of a master lease, and they have obtained County Counsel concurrence, the lease will be presented to the Board of Supervisors or the County Lease Administrator for review. Only the Board of Supervisors or the County Lease Administrator can enter into a long-term lease on behalf of the County.

MASTER LEASE ECONOMIC TERMS FORM

The Proposer should propose economic terms of a ground lease (no out-of-pocket expenses to County) for a term not to exceed thirty (30) years, including all options, whereby the selected Proposer will be responsible for operation, management, and maintenance, including:

- Developing and/or maintaining a tree farm on the site.
- Overseeing the tree farm and ensuring that it complies with the terms of the lease agreement, and all federal, state, and municipal codes and regulations.
- Ensuring that appropriate FAA regulations are complied with.
- Tracking, controlling, and administering insurance standards.
- Managing tree farm for the term of the ground lease unless otherwise assigned or transferred in accordance with the terms of the lease agreement.

Rent Proposal: Minimum versus Percent Rent

Please propose a minimum rent and a percentage rent payable on gross revenues from sales. Percentage rent would be payable only to the extent that percentage rent, measured against actual gross revenues, exceeds the minimum rent. The County will only review proposals where minimum annual rent is greater than or equal to \$13,800 (\$1,150 per month) at Lease commencement.

Minimum Rent Proposed: \$_____ Per Year
(payable in equal monthly installments).

Percentage Rent Proposed: _____% payable against actual gross revenues from sales.

The final terms of the ground lease will be negotiated between the successful Proposer and Airports staff, subject to review and approval by County Counsel. The County Board of Supervisors or County Lease Administrator will base their decision of awarding the contract upon recommendations from the Airports staff and the Gillespie Field Development Council.

EVALUATION CRITERIA

The contract resulting from this RFP will be awarded to that responsible Proposer whose offer, conforming to the requirements of the RFP, is determined to be the most advantageous to San Diego County. The proposal shall be evaluated based on complete responses to each of the areas identified below, in the order and numbering sequence shown.

- | | | |
|----|---|-----------|
| 1. | Revenue Sharing | 20 POINTS |
| | a) Minimum Rent | |
| | b) Percentage Rent (In excess of minimum) | |
| 2. | Conforming Use of the Property | 45 POINTS |
| | a) How the site will be utilized | |
| | b) Types and Densities of Trees to Farmed | |
| | c) Number of Anticipated Persons on the Site
(Employees and Customers, on average) | |
| 3. | Financial Strength | 10 POINTS |
| 4. | Experience | 25 POINTS |
| | a) Previous Tree Farming Experience | |
| | b) References | |

Total Possible 100 POINTS

SUBMITTAL

Proposals must be submitted in format following the outline of this RFP. Proposals presented in any other format will be considered non-responsive and will be rejected. Proposals shall include the information and services requested. The proposal must be signed with the name and title of the person duly authorized to sign the offer. Proposal received after the time fixed for receiving them will not be considered. Late proposals will be returned to the Proposer unopened.

Each proposal shall be delivered to County of San Diego, Airports, Gillespie Field Administration Building, 1960 Joe Crosson Drive, El Cajon, CA 92020-1236, on or before 5:00 p.m. September 12, 2005. The proposal documents submitted shall be addressed to the Attention of Anne Paul, Associate Real Property Agent, enclosed in a sealed envelope bearing the RFP title, and the name and location of the place of business

of the Proposer. It is the sole responsibility of the Proposer to see that the proposal is received on time.

Basis for Selection

The basis for selection of the successful Proposer, if any, will conform to the "Evaluation Criteria" described above.

Recommendation for Award or Rejection of Proposals

The County of San Diego reserves the right to reject any and all proposals and to waive any informality in the proposals received. Airports staff will review all proposals and (i) select a successful Proposer, or (ii) reject all proposals by October 1, 2005. Following selection of a successful Proposer, if any, Airports staff will negotiate a ground lease agreement with the successful Proposer. An additional non-refundable processing fee of \$1,000 will be payable at the beginning of the ground lease negotiation process. This ground lease will be subject to review and approval by County Counsel and then submitted to the Board of Supervisors or the County Lease Administrator for its review. Only the Board of Supervisors or the County Lease Administrator has the authority to enter into the ground lease with a successful Proposer.

Selection without Discussion

Proposers are cautioned that any selection hereunder may be effected without discussion. Each Proposer should present its best offer to County Airports.

Withdrawal of Proposals

Any Proposer may withdraw their proposal by written request at any time prior to the selection of the successful Proposer by Airports staff.